

Excel Module 4a

Creating Charts

*EXAMPLE: Excel4 / Backspace (Practice) – Page
EX188 - 250*

Getting Started with Excel Charts

- A **CHART** is a graphical representation of data.
- Charts shows **trends** or **relationships** in data.
- Excel provides **59 types of charts** organized into 10 categories. (Page EX196).

Student Learning Outcomes

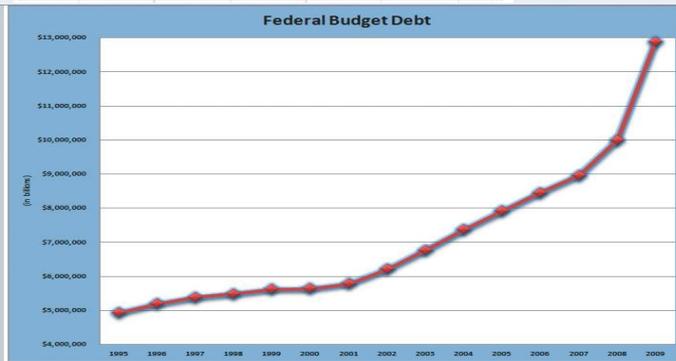
- Identify the **Types of Charts**.
- Create an **Embedded Chart** or Move the Chart to a separate **Chart Sheet**.
- **Modify** the chart.
- Insert **Footer** in a Chart Sheet.

Chart Types

Column or Bar



Line



Pie



Combo



Description

A **column or bar chart** uses bars of varying heights or lengths to illustrate data in a worksheet. It is useful for comparing values from different categories.

A **line chart** uses points connected by a line to show data, and is ideal for illustrating trends over time.

A **pie chart** shows the relationship of parts to a whole. Each part is shown as a “slice” of the pie.

A **combo chart** combines two or more chart types.

4 Steps to Create a Chart

- **Step1:** Highlight Chart Range **(most important step)**
- **Step2:** Choose Chart Type
 - Use Insert Tab, click Recommended Charts, click All Charts
- **Step3:** Choose Chart Location
 - EMBEDDED Chart
 - or MOVE a separate Chart Sheet
- **Step4:** Modify Chart

Ways to Modify Chart

- **Chart Elements** Button +
- On the **Ribbon**
 - Chart Tools ->Design or Format Tab
- **Format Pane** (right-side)
 - Double-click on any part of the chart to open on the right-side.
- **EXPLORE all the options.**